

SAFETY COORDINATOR & REPRESENTATIVE PROGRAM

This document describes how the Safety Coordinator and Safety Representative Program at Ames Laboratory is implemented.

Comments and questions regarding this plan should be directed to the contact person listed below:

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Sign-off Record:

Approved by: _____ **Date:** _____
Manager, Environment, Safety, Health & Assurance

Reviewed by: _____ **Date:** _____
Deputy Director

Reviewed by: _____ **Date:** _____
Laboratory Director

1.0 REVISION/REVIEW LOG

Environment, Safety, Health & Assurance (ESH&A) will formally review this document once every three years at a minimum:

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	9/1/98	J. Withers	All	Initial Issue
1	9/1/99	J. Withers	All	Editorial changes, new attachment

2.0 PURPOSE AND SCOPE

Ames Laboratory is required to provide employees a safe and healthy workplace. Employee involvement in environment, health and safety program implementation is critical to this endeavor. The Laboratory's Safety Coordinator and Representative Program is designed to facilitate communication on workplace health and safety and environmental protection issues between Laboratory personnel and the Environment, Safety, Health and Assurance (ESH&A) office. Program Directors and Department Managers support the Safety Coordinator and Representative Program by assigning personnel to program activities including attending meetings, training sessions, etc.

This implementation plan applies to all Ames Laboratory employees.

3.0 RESPONSIBILITIES

Responsibilities for implementation of the Safety Coordinator and Representative Program are as follows:

- 3.1 **LABORATORY DIRECTOR** – The Laboratory Director is ultimately responsible for ensuring that employees are provided a safe and healthy work place; the Director supports initiatives such as the Safety Coordinator and Representative Program which establishes a network of communication on environment, safety and health issues.
- 3.2 **PROGRAM DIRECTORS / DEPARTMENT MANAGERS** – Program Directors / Department Managers shall 1) officially designate **Safety Coordinators** by completing the attached job description and providing copies to the employee and Human Resources, 105 TASF; 2) notify ESH&A via memo or e-mail when new Safety Coordinators are designated; 3) regularly solicit feedback on ES&H issues and coordinate corrective actions, as indicated.
- 3.3 **GROUP / SECTION LEADERS** – Group / Section Leaders shall 1) officially designate **Safety Representatives**, where appropriate, by completing the attached job description and providing copies to the employee and Human Resources, 105 TASF; 2) notify

ESH&A via memo or e-mail when new Safety Representatives are designated; 3) regularly solicit feedback on ES&H issues and coordinate corrective actions, as indicated.

- 3.4 SAFETY COORDINATORS / REPRESENTATIVES – Safety Coordinators / Representatives shall 1) perform the functions noted in the job descriptions attached as appropriate for the individual program or group; 2) assure that all items in Attachment B have been completed (in consultation with ESH&A).
- 3.5 EMPLOYEES – Ames Laboratory employees shall participate in the Laboratory's environment, safety and health program by performing work in accordance with established practices and procedures; employees shall interact with supervisory personnel, Safety Coordinators / Representatives and ESH&A personnel on environment, safety and health issues as indicated.
- 3.6 ENVIRONMENT, SAFETY, HEALTH & ASSURANCE – ESH&A shall 1) facilitate the implementation of the program by offering training classes, providing consultations and conducting periodic program reviews; 2) utilize the checklist form in Attachment B to assure that all new appointees are properly trained and have access to appropriate information.

4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

4.1 PROGRAM ORGANIZATION

Safety Coordinators are affiliated with a research program or administrative department. Safety Coordinator assignments are made by the Program Director or Department Manager. **Safety Representatives** are affiliated with a research group or administrative office. Safety Representative assignments are made by the Group / Section Leader or administrative office manager.

All research programs and administrative departments shall have a Safety Coordinator. The assignment of Safety Representatives is at the discretion of the Group / Section Leader and should be driven by a review of the group's activities. Typically, research groups have Safety Representatives; administrative offices may or may not have a Safety Representative or have one Safety Representative serve several sections. ESH&A should be consulted regarding the need for a group/ section Safety Representative.

The ESH&A office transmits relevant ES&H program information to Safety Coordinators / Representatives via electronic mail, memo and / or formal meetings. Safety Coordinator and Representative assignments are maintained in a database managed by the ESH&A Industrial Hygienist.

Safety Coordinators participate in the Independent and Program / Department Walk Throughs. Safety Coordinators and Representatives may also be involved in group-specific walk throughs, and participate in monthly Occupational Medicine/Industrial Hygiene site visits.

4.2 POSITION DESCRIPTIONS

Position descriptions for Safety Coordinator and Safety Representative are included as Attachment A. Descriptions for each employee designated as a Safety Coordinator or Representative are signed by the Program Director (for Coordinators) or Group Leader (for Representatives) kept by the employee, the supervisor and in personnel files maintained by Human Resources, 105 TASf.

4.3 TRAINING

Safety Coordinators and Safety Representatives are required to take the Hazard Identification (AL-130) and Safety Coordinator / Representative Orientation (AL-031) training modules (NOTE: Coordinators and Representatives appointed prior to 9/1/99 are only required to take Hazard Identification). Both training courses are offered on a regular basis. Safety Coordinators and Representatives take mandatory training indicated as a result of completion of a Training Needs Questionnaire (TNQ) and may take additional training, as directed by the Program Director / Administrative Manager or Group / Section Leader, on hazards within the organization that they serve. The ESH&A Industrial Hygienist shall be consulted on the need for additional training and approve a training plan.

4.0 IMPLEMENTATION SCHEDULE

4/1/98 – Hazard Recognition Course developed and offered.
9/1/99 - Program revised; Safety Coord/Rep. Orientation course offered.
3/1/2001– Program reviewed.

5.0 POST PERFORMANCE ACTIVITY

The Safety Coordinator and Safety Representative Program is informally reviewed on a regular basis. The program will be formally reviewed once every three years.

6.0 ATTACHMENTS

ATTACHMENT A – GENERIC SAFETY COORDINATOR JOB DESCRIPTION
GENERIC SAFETY REPRESENTATIVE JOB DESCRIPTION

ATTACHMENT B – SAFETY COORDINATOR / REPRESENTATIVE TRAINING
CHECKLIST FORM

ATTACHMENT A

SAFETY COORDINATOR POSITION DESCRIPTION SAFETY REPRESENTATIVE POSITION DESCRIPTION

ATTACHMENT B

SAFETY COORDINATOR / REPRESENTATIVE
TRAINING CHECKLIST FORM